

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Processing Technician
Position Number: 58106401
Division: Information Technology & Processing
Bureau: Processing and Retention Operations
Grade/Salary: 12 / \$12.30 - \$14.86 / hourly DOQ
Type of Employment: Permanent/Full-time
Location: Helena
Union: Yes
Supplement: No
Hiring Supervisor: Michelle Kinsey
Closing Date: October 13, 2006

Special Information: May include extensive computer and keyboard use, climbing ladders for filing, routine heaving lifting of 35-60 pounds and sitting or standing for long periods of time. Incumbent may work in excess of 40 hours per week (may include evenings and weekends) during peak processing seasons.

Role Summary and Duties: Responsible for account, document and remittance management and maintenance. The Account Maintenance and Cashiering Unit (AMC) processes all payments received by the Department of Revenue and maintains customer account registration information. The Remittance Processing Lead Program Specialist duties include:

- Act as lead worker overseeing use of remittance processing hardware and/or software used by Department of Revenue to post payments to appropriate processing system; create daily state treasury deposits and create images of scanned payments and coupons
- Research, analyze, plan, organize, design, test, implement, and measure remittance process solutions including but not limited to scanning, bar-coding and payment/data warehousing
- Communicate with internal and external business partners regarding accuracy of data elements required for remittance processing; identify solutions to problems that arise
- Provide support, mentorship and backup to AMC members
- Develop and maintain desktop instructions for AMC duties/tasks specific to remittance processing
- Create, manage and update work plans for special payment processing projects as assigned
- Accurately process all payments for which the Department of Revenue is responsible
- Transfer payment data to appropriate system
- Verify data, review for errors, resolve and reconcile data
- Work in various computer systems and be familiar with various software programs
- Account to State Treasurer for monies deposited in the state bank account and reconciliation to the Statewide Accounting, Budgeting, and Human Resource System. (SABHRS)

Competencies: Demonstrated ability to: provide timely and effective written, oral, and interpersonal communication; build long-term internal and external relationships with customers critical to organizational success; understand the value, objectives, and political structure of the organization; think creatively and recommend innovative solutions; make appropriate decisions based on less than complete information and assume accountability for decisions, actions and results; work on multiple tasks without direct supervision; set goals and organize daily workload, analyze operations and apply theoretical knowledge of project management principles.

Demonstrated knowledge of: remittance and data management processing technology and associated equipment; imaging software applications; spreadsheet; database and software applications/programs; quality assurance/control methods and techniques; payment processing; accounting principals; reconciliation; taxes and filing requirements; tax related information processing; customer based account registration; technical expertise related to the work; knowledge and effective application of related

federal/state statutes, administrative rules, state policies and procedures; working knowledge of imaging software, data file management and processing; and working knowledge of banking functions and reconciliation of various payment input and output.

Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school and post-secondary coursework in business administration with four years of administrative, technical or clerical experience, remittance processing technologies experience or accounting and financial reconciliation experience, including advanced computer skills. Other combinations of education and experience will be evaluated on an individual basis. Experience in SABHRS and/or equivalent accounting systems and experience using imaging software is desirable.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review

before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.